

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Transportation: Schedules, Routes and Stops/Non-  
Transportation Zones

1. Insofar as availability of equipment will permit, a strong effort will be made to schedule only one trip per bus. In cases where two trips are necessary, the second will be the shorter. In cases where two trips of nearly the same distance are made by one bus, the trips should be rotated in order to give all students the same time advantage.

- (a) Bus routes and stops will be established (for legal residences of students residing in their schools' assigned attendance zones) in accordance with guidelines, regulations, and laws specified by the Code of Virginia and the Department of Education.

- (b) Students residing in subdivisions or on secondary roads with limited vehicular traffic may walk to an established bus stop. The following maximum distances are applicable by grade level:

Elementary	-	.2 (2/10)
Middle	-	.3 (3/10)
Secondary	-	.4 (4/10)

The above distances shall only apply to homes located on state maintained or private roads (that meet VDOT standards) deemed suitable for transportation.

- (c) Complaints regarding bus stops are to be submitted, in writing, to the Director of Pupil Transportation Department. Pupil Transportation Lead Drivers will evaluate each complaint and provide a written response. If no resolution is obtained by the complainant, it can be appealed, in writing, to the Director of Pupil Transportation and/or designee. The complainant can appeal the

(Continued)

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Transportation: Schedules, Routes and Stops/Non-  
Transportation Zones (Continued)

## 1. (Continued)

## (c) (Continued)

Director's and/or designee's decision, in writing, to an independent evaluator for review. All school bus stop complaints will be evaluated based on the School Bus Stop Safety Evaluation Criteria) (Exhibit A).

- (d) Turnarounds will be made only if road, load, and time conditions permit safe travel.

## 2. Establishing bus routes on roads not in the Virginia State Highway System.

- (a) The administration is authorized to consider entering privately maintained roads for the purpose of transporting students where the following conditions exist:

1. The subdivision shall be in full compliance with county subdivision ordinances and shall have a validly constituted property owners' association fully authorized to act on behalf of the property owners' association.
2. If the roads in the subdivision are constructed up to VDOT standards, even though the roads have remained private, school bus service may be supplied without further inquiry as to the quality of the design and construction of the roads.
3. The number of students to be transported is justifiable.

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Transportation: Schedules, Routes and Stops/Non-  
Transportation Zones (Continued)

## 2. (Continued)

## (a) (Continued)

4. Student safety is not jeopardized. In the event of safety hazards involving weather, road deterioration, etc., Stafford County school buses shall not travel the established bus routes during this period of time. Students would be picked up at the prearranged bus stops near the entrance and deposited there in the afternoon. It is further understood that on days of inclement weather, the bus driver shall be empowered to refuse to travel roads that have not been cleared of ice and snow and students must meet the bus at the nearest public road turnaround.
5. If the roads in the subdivision designated by the School Transportation Department as bus routes have not been constructed up to VDOT standards, then the burden shall be upon the property owners' association to present such evidence, including engineering data, that is convincing to the School Board to provide school bus service in the subdivision. In reaching its decision, the School Board will consider that the road constructed must be in accordance with VDOT specifications which meet at a minimum the following:
  1. Pavement Width
  2. Shoulder Width
  3. Signage (Speed, Stop)
  4. Intersection Geometry
  5. Sight Distance
  6. Cul-de-sac Adequate  
Ingress/Egress
  7. Maximum Vertical Grades

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Transportation: Schedules, Routes and Stops/Non-  
Transportation Zones (Continued)

## 2. (Continued)

## (a) (Continued)

6. Submit application to School Board accompanied with a current (within the previous 12 months)VDOT survey or study or road by certified engineer to be considered by the Director of Transportation before July 1 of any year.
7. Obtain a policy of liability insurance showing the Board and its employees as additional insured. The limit of liability shall be at least as much as the Board carriers to cover similar liability. A copy of the policy must be submitted before transportation service can be provided.
8. The property owners' association shall, by written agreement, fully indemnify and hold harmless the School Board for any loss the Board, or any of its employees, may sustain by reason of any action they reasonably perform in providing transportation in the subdivision.

Further, the property owners' association shall waive all claims it may have, now or in the future, against the School Board for damages to its property or that of property owners. The agreement shall meet all requirements of form and substance as may be required by the attorney for the School Board.

9. It is understood that priority will be given to students meeting the buses on public roads in the event that a shortage of school buses develop.

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Transportation: Schedules, Routes and Stops/Non-  
Transportation Zones (Continued)

## 2. (Continued)

## (a) (Continued)

10. Allow access to all vehicles for such necessary purposes as investigating accidents, checking road conditions, etc.
11. Provide for snow removal consistent with that provided on public roads.
12. Continue to maintain the private road in compliance with this policy.
13. In newly established subdivisions, service will not be provided until construction is substantially complete.
14. Finally, service on any private road shall be terminated at any time for reasonable cause by the Director of Transportation.

## 3. Establishing special education bus service on private roads, lanes or driveways.

## (a) Generally, buses will not enter areas specified in paragraph 3. However, the administration is authorized to make exceptions where the following conditions exist:

1. The needs of the child, as specified in the I.E.P., require special transportation arrangements.

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Transportation: Schedules, Routes and Stops/Non-  
Transportation Zone (Continued)

## 3. (Continued)

## (a)

2. Road and/or driveway conditions allow for the safe travel of 20 passenger vans and/or 42 passenger buses. An adequate turnaround (determined) by the Director of Transportation must be provided and maintained by the property owner.
3. The property owner is responsible for the trimming of brush, tree limbs, etc. to prevent unnecessary damage to equipment owned by the School Board.
4. Meet the regulations as outlined in paragraph 2  
(a) 8, 9, 10, 11, 13.

## 4. Non-transportation zones.

- (a) Nontransportation zones may be established within an individual school attendance zone. Maximum limits for zones which transportation will not be provided are as follows:

1. Elementary schools not to exceed 1.0 mile in any direction from the school boundary.
2. Middle Schools not to exceed 1.0 mile in any direction from the school boundary.
3. High schools not to exceed 1.0 miles in any direction from the school boundary.

- (b) The Office of Pupil Transportation will assemble a Non-Transportation Safety Team with membership from the Office of Safety and Security, Sheriff's Department and Virginia Department of Transportation to recommend individual school non-transportation zones and to periodically review existing non-transportation zones.

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Transportation: Schedules, Routes and Stops/Non-  
Transportation Zone (Continued)

## 4. (Continued)

- (c) Requests to establish, alter, or eliminate a non-transportation zone shall be submitted, in writing, to the Director of Pupil Transportation for review and recommendation by the Non-Transportation Safety Team to the Director of Pupil Transportation. The Director of Pupil Transportation will forward the recommendation to the Superintendent for approval.
- (d) Students who reside within an established non-transportation zone will not be transported by a school bus. Any exceptions will be approved by the Superintendent and/or designee.

## 5. Non-Transportation Safety Team.

- (a) The Office of Pupil Transportation shall establish a Non-Transportation Safety Team comprised of one member from the Department of Pupil Transportation, Office of Safety and Security, Sheriff's Department and Virginia Department of Transportation.
- (b) The purpose of this team is to recommend establishing, altering and eliminating individual school non-transportation zones. The criteria for establishing, altering and eliminating non-transportation zones will be based on the following criteria:
  - 1. Existing traffic controls
  - 2. Availability of adequate sidewalks or off-road sidewalk areas to and from the location with existing controls.
  - 3. Number of students using the crossing
  - 4. Total walking distance

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Transportation: Schedules, Routes and Stops/Non-  
Transportation Zone

5. (Continued)

5. Volume of traffic
6. Number of ticketed vehicle citations
7. Speed limits
8. Crosswalks
9. School traffic patterns
10. Line of sight
11. On-Site traffic control
12. Age of students

Approved by the Superintendent: September 14, 1993

Revised by the Superintendent: January 16, 2002

Revised by the Superintendent: June 5, 2002



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Does the bus stop meet the criteria for students walking as specified in Stafford County School Board Regulation 4-64? YES \_\_\_\_\_ NO \_\_\_\_\_

High School: .4 tenths of a mile Middle School: .3 tenths of a mile Elementary: .2 tenths of a mile

Criteria:	Value 3	Value 2	Value 1	Value 0
<b>The Students</b>	<b>All Students</b>	<b>Elementary Students</b>	<b>Elementary Students</b>	<b>Elementary Students</b>
1. Students' route to bus stop	Walk on sidewalk or asphalt path along entire route.	Walk on sidewalk or asphalt path along entire route.	Walk on a combination of sidewalk, asphalt path, gravel shoulder or grass frontage along a "through street" where posted speed limit is 25 mph.	Cross multi-lane (3 or more lanes) road without a bus present.
		Walk within a residential neighborhood	<u>OR</u>	Walk in roadway along "through street."
	Walk only within a residential neighborhood.	Cross no multi-lane (3 lanes) road	Walk in limited access residential community on 5 ft. gravel shoulder where posted speed limit is 30 mph.	
	Cross no multi-lane (3 lanes) road.	Posted speed limit is 30 mph.	<u>OR</u>	
	Posted speed limit is 25 mph.		Street is curbed or a separation of 5 ft. exists between the traveled portion of the road and the path/sidewalk when the posted speed limit is 35 mph.	
			Walk in roadway along dead-end or cul-de-sac roads.	
			Cross multi-lane (3 lanes) road only when bus is present and red stop lights are flashing.	

Criteria:	Value 3	Value 2	Value 1	Value 0
<b>The Students</b>	<b>All Students</b>	<b>Secondary Students</b>	<b>Secondary Students</b>	<b>Secondary Students</b>
1. Students' route to bus stop		Walk on a combination of sidewalk, asphalt path, gravel shoulder, or grass	Walk in roadway along "through street."	Cross multi-lane (3 or more lanes) road without the presence of a bus or traffic signal.
		frontage along route. <b>Does not apply to dead-end or cul-de-sac roads.</b>	Cross multi-lane (3 or more lanes) road at a traffic signal.	
				<b>OR</b>
		Cross multi-lane (3 lanes) road only when bus is present and red stop lights are flashing.		Walk along shoulder of road with a posted speed limit of <b>35 mph</b> or more.
		Posted speed limit is 30 mph or less.		
		<b>OR</b>		
		Street curbed or a separation of <b>5 ft.</b> exists between the traveled portion of the road and the path/sidewalk when the posted speed is <b>35 mph.</b>		
<b>THE STUDENTS</b>	<b>All Students</b>	<b>All Students Students</b>	<b>All Students</b>	<b>All Students</b>
2. Students waiting area at bus stop	The stop is in a residential neighborhood with a curbed street or a 10 ft buffer exists.	The street is curbed or 5 ft buffer exists from the traveled portion of the road and waiting area when the posted speed is <b>30 mph</b> or less.	A 5 ft. buffer exists between the traveled portion of the road and waiting area when the posted speed is 35 mph.	A buffer less than 5 ft. exists between the traveled portion of the road and waiting area when the posted speed is <b>35 mph.</b>
			Waiting area may not be on a sidewalk or asphalt path.	
		<b>OR</b>		

<b>Criteria:</b>	<b>Value 3</b>	<b>Value 2</b>	<b>Value 1</b>	<b>Value 0</b>
<b>The Students</b>	<b>All Students</b>	<b>All Students</b>	<b>All Students</b>	<b>All Students</b>
2. Student waiting area at bus stop	between the traveled portion of the road and waiting area when the posted speed is <b>30 mph</b> or less.	A deceleration lane and 10 ft. buffer or deceleration lane and curbed street exists between the traveled portion of the road and waiting area when the posted speed is <b>35 mph</b> .	Students wait next to the road on a curbed street without a sidewalk or asphalt path when the posted speed is <b>35 mph</b> .	A buffer less than 10 ft. exists from the traveled portion of the road <b>when the posted speed is 40 mph</b> or more.
	<b>OR</b>	<b>OR</b>		
	A deceleration lane and a curbed street or a deceleration lane and a 20 ft. buffer exists between the traveled portion of the road and waiting area. When the posted speed is greater than <b>35 mph</b> .	A physical barrier separates and protects students from traffic when the posted speed limit is greater than <b>35 mph</b> .	<b>OR</b>	<b>AND</b>
			A 5ft. buffer exists between the traveled portion of the road and the waiting area or the street has curbing.	Waiting area may not be on a sidewalk or asphalt path.
		<b>OR</b>		
	<b>OR</b>	A 5 ft. buffer exists between the portion of the road and the waiting area of the street has curbing.	Waiting area is on a side-walk or asphalt path.	
	limit is greater than <b>35 mph</b> .		Posted speed limit is <b>40 mph</b> .	
	<b>AND</b>	<b>AND</b>		
	Waiting area is on a sidewalk or asphalt path.	Waiting area is on a sidewalk or asphalt path.		
3. Accommodation of student population at bus stop.	No traffic is delayed.	Traffic is delayed for 2 minutes or less.	Traffic is delayed for 2 - 4 minutes.	Traffic is delayed for more than 4 minutes.

Criteria:	Value 3	Value 2	Value 1	Value 0
<b>The Bus Driver</b>				
4. Bus turnaround requirements	No backing required. No cul-de-sac.	Enlarged cul-de-sac, but no backing required.  OR  Backing required and visibility is a minimum of 80 ft. for approaching motorist. Posted speed limit is 30 mph or less.	Backing requirement and visibility is a minimum of 91 ft. for approaching motorist. Posted speed is 35 mph.	Cul-de-sac requiring backing or backing required, and visibility is less than 115 ft. at posted speed limit of 40 mph.  OR  139 ft. at 45 mph 167 ft. at 50 mph 194 ft. at 55 mph
5. Bus route to and from the bus stop	Bus does not leave primary road.			
	Entering Primary Road	Entering Primary Road	Entering Primary Road	Entering Primary Road
	Road			
	Bus enters the highway at a location where other traffic is required to stop and yield right-of-way (i.e. signal-stop signs; police officer).	Bus enters highway where there are no traffic control devices and a right turn is required and no travel lanes are crossed.  Stopping distance equals that required for the posted speed.	Bus enters highway where there is no traffic control device and turns left across a single travel lane.  Stopping distance equals that required for the posted speed.	Bus enters at an uncontrolled intersection and crosses multiple travel lanes to enter the traffic flow.  OR
	No restriction on the number of lanes crossed.			Bus must enter oncoming traffic lane to negotiate the turn, visibility is less than required for a speed limit 10 mph greater than posted.

Criteria:	Value 3	Value 2	Value 1	Value 0
The BusDriver				
5. Bus route to and from the bus stop				
	<u>Exiting Primary Road Right</u>	<u>Exiting Primary Road Right</u>		
	Bus exits the highway at a controlled intersection (i.e., signal-stop signs; police officer) or uses a deceleration lane.	Bus exits highway from the travel lane		
	<u>Exiting Primary Road Left</u>	<u>Exiting Primary Road Left</u>	<u>Exiting Primary Road Left</u>	<u>Exiting Primary Road Left</u>
	Bus exits at a controlled intersection or across a single lane of traffic from a designated left turn lane.	Bus exits from the travel lane and across a single lane.	Bus exits highway across multiple lanes.	Bus exits at an uncontrolled intersection and across multiple travel lanes.
			OR	
	Stopping distance exceeds that required for the posted speed.		Across a single lane with visibility 90 percent of the required stopping distance for the posted speed.	Stopping distance is less than required for the posted speed.
				OR
				Across a single lane where visibility is less than 90 percent of the required stopping distance for the posted speed.

Criteria:	Value 3	Value 2	Value 1	Value 0
<b>The Motorist</b>				
6. Approaching motorist' view of bus stop and stopped school bus.	Both bus stop and stopped bus are visible from both directions and visibility for approaching motorist exceeds stopping distance for posted speed.	Stop not visible, but stopped bus is visible from both directions and visibility for approaching motorists equals stopping distance for posted speed.	Stop is not visible, but the buses red traffic warning lights are visible from both directions, and visibility for approaching motorists equals stopping distance at posted speed.	Bus lights are not visible within acceptable distances.
<b>The Road and Neighborhood</b>				
7. Road/Street usage at bus stop	Residential roadway that is not a through street. Posted speed is 25 mph. Posted speeds can be increased 5 mph if a deceleration lane is available.	Secondary roadway with posted speed up to 35 mph or residential roadway that is a through street with posted speed up to 30 mph. Posted speeds can be increased 5 mph if a deceleration lane is available.	Primary roadway with a posted speed up to 40 mph or US Highway with posted speed of 50 mph.	US Highway or other roadway with posted speed of 50 mph.
8. Attractive nuisance or other potential hazard near or along path to bus stops.	<u>All Students</u> No attractive nuisance or other potential hazard at stop or along walking route.	<u>All Students</u> No attractive nuisance or potential hazard is readily accessible (e.g. access blocked by fence, wall, hedging, etc.) along walking route and no attractive nuisance or potential hazard exists at stop.	<u>Elementary Students</u> No attractive nuisance or potential hazard is readily accessible (e.g. access blocked by fence, wall, hedging, etc.) along walking route nor at the bus stop.	<u>Elementary Students</u> Pass an unprotected attractive nuisance along the walking route to the bus stop. But no readily accessible nuisance or potential hazard exists at the stop.

[illegible]

Stafford County Public Schools Bus Stop Safety Rating Form  
Department of Pupil Transportation

Directions: This form and related criteria are to be used to determine the desirability of a bus stop. Please see the attached document, "Definition of School Bus Stop Evaluating Criteria," for detailed explanations of the criteria. Then rate the bus stop under consideration on each of the following eight (8) criteria by circling the rating number that best describes the stop. A rating of "0" requires explanation and referral to next level up supervisor.

Bus Stop Location: \_\_\_\_\_

Date of Rating: \_\_\_\_\_ Time of Rating: \_\_\_\_\_ Rating for: \_\_\_\_\_ HS \_\_\_\_\_ MS \_\_\_\_\_ ES Students School: \_\_\_\_\_

Rater Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Criteria (Impact Areas)	Rating Points				Comments: Extenuating Circumstances or Specific Reasons for a Rating of "1" or "0"
<b>The Students</b>					
1. Students' route to bus stop	3	2	1	0	
2. Students' waiting area at bus stop	3	2	1	0	
3. Accommodation of student population at bus stop	3	2	1	0	
<b>The Bus Driver</b>					
4. Bus turnaround requirements	3	2	1	0	
5. Bus Route to and from the bus stop	3	2	1	0	



Stafford County Public Schools Bus Stop Safety Rating Form  
Department of Pupil Transportation

**The Motorists**

6. Approaching motorists' view of bus stop and stopped school bus

3 2 1 0

**The Road and Neighborhood**

7. Road/street usage

3 2 1 0

8. Attractive nuisances and other potential hazards near or along path to bus stop

3 2 1 0

**Total "Rating Points" for the 8 criteria:**

**First, Compute the "Average Rating" for the stop:**

Total Rating Points (TRP) divided by 8 = Average Rating(AR): TRP \_\_\_\_\_ divided by 8 = \_\_\_\_\_

Then, check below the "Overall Decision" about the bus stop based on the value of the AR:

\_\_\_\_\_ Most Desirable (3-2.6 AR)    \_\_\_\_\_ Desirable (2.5-2.1 AR)    \_\_\_\_\_ Less Desirable (2.0-1.6 AR)\*    \_\_\_\_\_ Least Desirable(1.5-0 AR)

**\*Any bus stop decided as "Less" or "Least Desirable" requires recommendations for improvements, if such improvements are considered feasible by the rater. Please include recommendations on this rating form below.**

**Recommendations**